



2007 SBA Awards Package

Nomination Guidelines and Forms

DEADLINE FOR SUBMISSION: January 19, 2007

Return Packages To:

U.S. Small Business Administration
Illinois District Office
500 West Madison Street, Suite 1250
Chicago, IL 60661-2511

Need more information?

Call Mark Ferguson (312) 353-5430 or Donald Pellico at (312) 353-3962



SBA AWARDS NOMINATION CHECK-LIST 2007

Please use this easy check-list to help you assemble the necessary information to complete your award nomination. Please call us at (312) 353-4529 if you have any questions.

DEADLINE: January 19, 2007

OK	Need	Have	Item for All Categories
			1. Cover Page. Prepare a single, typed cover page that includes the name of the category (award), nominee's full name, business name (if applicable), business and home address, and business telephone and fax numbers. Include a one - paragraph description of the nominee's business or Champion's profession/occupation and include your name, title, place of business, business address, email address, and telephone number as nominator.
			2. Original 8" X 10" or 5" X 7" photo of the nominee
			3. Nomination Letter that address the specific evaluation criteria for that specific award.
			4. Nominee Biography
			5. Nominee Business Profile. This is information about the nominee's business that includes what they do, market area, number of employees, etc.
			6. Statement of Qualities and Performance that explains in a concise manner the specific qualities and performance that merit the award.
			7. Financial Statement of the nominee. (Note: Required only for Small Business Person of the Year, Exporter of the Year, Home-Based Business of the Year, and the Young Entrepreneur of the Year Award.)
			8. Other Documentation that you feel is significant including newspaper articles, letters of recommendation, or other evidence of the appropriateness of the nomination. Videos will not be considered.
			9. SBA Form 2137 Consent for Disclosure
			10. SBA Form 912 Statement of Personal History
			11. Award Nomination Consent Form

Illinois District Office

Nomination Guidelines Small Business Week 2007

Introduction

The President of the United States designates one week each year to recognize the small business community's contributions to the American economy and society. In April 2007, the Small Business Administration will honor our nation's outstanding contributors.

All nominees must be residents of, employed in the United States, and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U.S. Small Business Administration's size standards apply in defining a business as small. Please contact Mark Ferguson at (312) 353-5430 or Donald Pellico at (312) 353-3962 if you have any questions.

To Nominate

Specific instructions are outlined in the attached pages. Any individual or organization dedicated to the support of the small business community in the United States, including but not limited to trade and professional associations and business organizations, may submit nominations.

Please submit nominations to the:

U.S. Small Business Administration
Illinois District Office
500 West Madison Street, Suite 1250
Chicago, IL 60661 -2511
ATTN: Mark Ferguson/Donald Pellico

Nominations must be postmarked or hand delivered to the Illinois District Office no later than January 19, 2007.

AWARD CATEGORIES

Small Business Person Award. (State and National)

SBA Awards to Small Businesses & Small Business

Champion Awards including:

- x State Small Business Person Of The Year
- x National Small Business Person Of The Year Is Selected From The State Winners.
- x Small Business Exporter Of The Year
- x SBA Young Entrepreneur Of The Year
- x Jeffrey Butland Family-Owned Small Business Of The Year
- x Financial Services Champion Of The Year
- x Home-Based Business Champion Of The Year
- x Minority Small Business Champion Of The Year
- x Small Business Journalist of the Year Award
- x Veteran Small Business Champion Of The Year
- x Women In Business Champion Of The Year

Small Business Person of the Year

This award is the single most prestigious of all SBA Awards. It will be presented to an entrepreneur who has developed an outstanding, growing business. The Arizona state winner will compete for the national award.

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

Concise Statement/Evaluation Criteria:

- x Staying power — a substantiated history as an established business.
- x Growth in number of employees — A benchmark to judge the impact of the business on the job market.
- x Increase in sales and/or unit volume — an indication of continued growth.
- x Current and past financial reports (profit-and-loss statements and balance sheets for the last three complete years) — A substantiation of the improved financial position of the business.
- x Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
- x Response to adversity — Examples of problems faced in the nominee's business and the methods used to solve them.
- x Contributions by the nominee to aid community-oriented projects — Evidence of the use of his/her personal time and resources.

SBA Awards to Small Businesses

Small Business Exporter of the Year Award --an individual who owns and operates a small business engaged in exporting may be nominated.

Concise Statement/Evaluation Criteria:

- x Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- x Creative overseas marketing strategies, with a description of the products exported and markets served.
- x Effective solutions to export-related problems.
- x Demonstrated encouragement of other small businesses to export.
- x Volunteer assistance to other small businesses entering the export market.
- x Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Young Entrepreneur of the Year Award – an individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2004 may be nominated.

Concise Statement/Evaluation Criteria:

- x Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- x Increased employment opportunities created by the nominee's business.
- x Development and/or utilization of innovative or creative business methods.
- x Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Jeffrey Butland Family -Owned Small Business of the Year Award – This award honors a family owned and operated business which has been passed on from one generation to another. Nominees must serve as a majority owner and operator or bear principal responsibility for operating a small business with at least 15-year track record.

Concise Statement/Evaluation Criteria:

- x Evidence of success as measured by sales and profits. (Note: The nomination packet must include P & L Statements and Balance Sheets for the last three fiscal years.)
- x Increased employment opportunities for family members and non-family members for the nominee's business.
- x Demonstrated potential necessary for long-term business success and economic growth.
- x Voluntary efforts to strengthen family-owned businesses within the community.

Small Business Champion Awards

Financial Services Champion of the Year Award – an individual who has assisted small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services may be nominated.

Concise Statement/Evaluation Criteria:

- x Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- x Advocacy of changes in the financial services industry to assist small companies.
- x Encouragement of the flow of investment capital to small ventures.
- x Active support for legislative or regulatory action designed to help small firms.
- x Other significant contributions through the financial services or accounting industries to advance small business interests.

Home-based Business Champion of the Year Award – a home-based business owner who has experienced the rewards of home-based business and dedicated volunteer efforts to improving the business climate for home-based firms may be nominated.

Concise Statement/ Evaluation Criteria:

- x Volunteering time and energy to improve the conditions for home-based businesses.
- x Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- x Demonstrated interest in home-based businesses as an owner or former owner.
- x Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.
- x Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)

Minority Small Business Champion of the Year Award – an individual who has fulfilled a commitment to support minority business entrepreneurial activity may be nominated. Nominees may or may not be small business owners.

Concise Statement/Evaluation Criteria:

- x Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- x Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- x Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
- x Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- x Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Small Business Journalist of the Year Award – a journalist representing radio, television, electronic the print media who has focused attention on the importance of small business and entrepreneurship to the American public within their particular media may be nominated.

Concise Statement/Evaluation Criteria:

- x Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- x Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- x Voluntary community service aimed at enhancing small business opportunity and growth.
- x Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.
- x Sample articles or tapes are encouraged.

Veteran Small Business Champion of the Year Award – an individual who has fulfilled a commitment to advancing small business opportunities for U.S. Armed Forces veterans may be nominated. Nominees may or may not be veterans.

Concise Statement/Evaluation Criteria:

- x Active support for legislative or regulatory action designed to help small businesses.
- x Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- x Advisory activities to improve awareness among veterans' groups of small business opportunities.
- x Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- x Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- x Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women in Business Champion of the Year Award – an individual who has fulfilled a commitment to the development of women business ownership may be nominated. Nominees may or may not be small business owners.

Concise Statement/Evaluation Criteria:

- x Active support for legislative or regulatory action designed to help small businesses.
- x Efforts to increase business and financial opportunities for women.
- x Legal, financial or managerial assistance provided to enhance women's business ownership.
- x Volunteer efforts to strengthen the role of women business owners within the community.
- x Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- x Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

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SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the year, Champion of the Year, or Special Awards to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year, Champion or Special Award winners is made.

Signature

Date

 <p>United States of America SMALL BUSINESS ADMINISTRATION STATEMENT OF PERSONAL HISTORY</p>		<p>Please Read Carefully - Print or Type</p> <p>Each member of the small business or the development company requesting assistance must submit this form in TRIPLICATE for filing with the SBA application. This form must be filled out and submitted by:</p> <p>1. By the proprietor, if a sole proprietorship. 2. By each partner, if a partnership. 3. By each officer, director, and additionally by each holder of 20% or more of the ownership stock, if a corporation, limited liability company, or a development company.</p>	
Name and Address of Applicant (Firm Name)(Street, City, State, and ZIP Code)		SBA District/Disaster Area Office	
Amount Applied for (when applicable)		File No. (if known)	
<p>1. Personal Statement of: (State name in full, if no middle name, state (NMN), or if initial only, indicate initial.) List all former names used, and dates each name was used. Use separate sheet if necessary.</p> <p>First Middle Last</p>		<p>2. Give the percentage of ownership or stock owned or to be owned in the small business or the development company</p> <p>Social Security No.</p>	
		3. Date of Birth (Month, day, and year)	
		4. Place of Birth: (City & State or Foreign Country)	
Name and Address of participating lender or surety co. (when applicable and known)		<p>5. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO If non-U.S. citizen provide alien registration number: _____</p>	
<p>6. Present residence address:</p> <p>From:</p> <p>To:</p> <p>Address:</p> <p>Home Telephone No. (include A/C): _____ Business Telephone No. (include A/C): _____</p>		<p>Most recent prior address (omit if over 10 years ago):</p> <p>From:</p> <p>To:</p> <p>Address:</p>	
PLEASE SEE REVERSE SIDE FOR EXPLANATION REGARDING DISCLOSURE OF INFORMATION AND THE USES OF SUCH INFORMATION.			
IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED.			
IF YOU ANSWER "YES" TO 7, 8, OR 9, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.			
7. Are you presently under indictment, on parole or probation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, indicate date parole or probation is to expire.)			
8. Have you ever been charged with and or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Have you <u>ever</u> been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
10. I authorize the Small Business Administration Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, and the Small Business Investment Act.			
<p>CAUTION: Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan, surety bond, or other program participation. A false statement is punishable under 18 USC 1001 by imprisonment of not more than five years and/or a fine of not more than \$10,000; under 18 USC 845 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.</p>			
Signature		Title	Date
<p>Agency Use Only</p> <p>11. <input type="checkbox"/> Fingerprints Waived Date _____ Approving Authority _____</p> <p><input type="checkbox"/> Fingerprints Required Date _____ Approving Authority _____</p> <p>Date Sent to OIG _____</p> <p>12. <input type="checkbox"/> Cleared for Processing Date _____ Approving Authority _____</p> <p>13. <input type="checkbox"/> Request a Character Evaluation Date _____ Approving Authority _____</p> <p>(Required whenever 7, 8 or 9 are answered "yes" even if cleared for processing.)</p>			
<p>PLEASE NOTE: The estimated burden for completing this form is 15 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval 3245-0178. PLEASE DO NOT SEND FORMS TO OMB.</p>			



AWARD NOMINATION CONSENT FORM

I understand that I and/or my business have been nominated for an award, which will be given out by the U.S. Small Business Administration (SBA). I further understand that SBA may disclose information about me (and where applicable my business) to SBA employees and other individuals who will participate in the selection of the award winners. I also understand that if I were chosen to receive this award, SBA will disclose certain information to the media, announcing the award and providing some background on the awardees. By signing this form, I agree and consent to SBA's disclosure of information supporting my nomination to those persons involved in the selection process of this award and if I were to win, to the media. This consent is given with the understanding that disclosure will be limited to information relevant to my nomination, and award where applicable, and for purposes of the selection process and publication of award winners.

Nominee Name

Date

Nominee Organization (if applicable)